



Resident Handbook
2016 Edition

Innovative • Timeless • Inviting

City Government

City Manager

Daniel Swallow
dswallow@tecumseh.mi.us
517.424.6555

Elected Officials

Mayor

Jackson L. Baker
jbaker@tecumseh.mi.us

Mayor Pro Tem

Vicki Philo
vphilo@tecumseh.mi.us

Council Members

Gary Fox
gfox@tecumseh.mi.us

Stephanie Harmon
sharmon@tecumseh.mi.us

Gary Naugle
gnaugle@tecumseh.mi.us

Gayle Keiser
gkeiser@tecumseh.mi.us

Ron Wimple
rwimple@tecumseh.mi.us



Welcome to Tecumseh!

The City of Tecumseh would like to welcome you to our city. We hope you can share with us the many wonderful opportunities Tecumseh has to offer. We look forward to meeting you and spending time with you.

This handbook will help you become acquainted with your new community. It is a compilation of frequently asked questions that will allow you to become familiar with the city services and where to go if you have questions regarding the city or services.

Please let us know if there is anything we can assist you in becoming acclimated to your new home.

For more information about Tecumseh programs or services, call City Hall or visit our website at www.mytecumseh.org.

Dan Swallow
City Manager

Innovative ♦ *Timeless* ♦ *Inviting*

P.O. Box 396 ♦ 309 East Chicago Boulevard ♦ Tecumseh, Michigan 49286
517.423.2107 ♦ Fax: 517.423.3610 ♦ www.mytecumseh.org

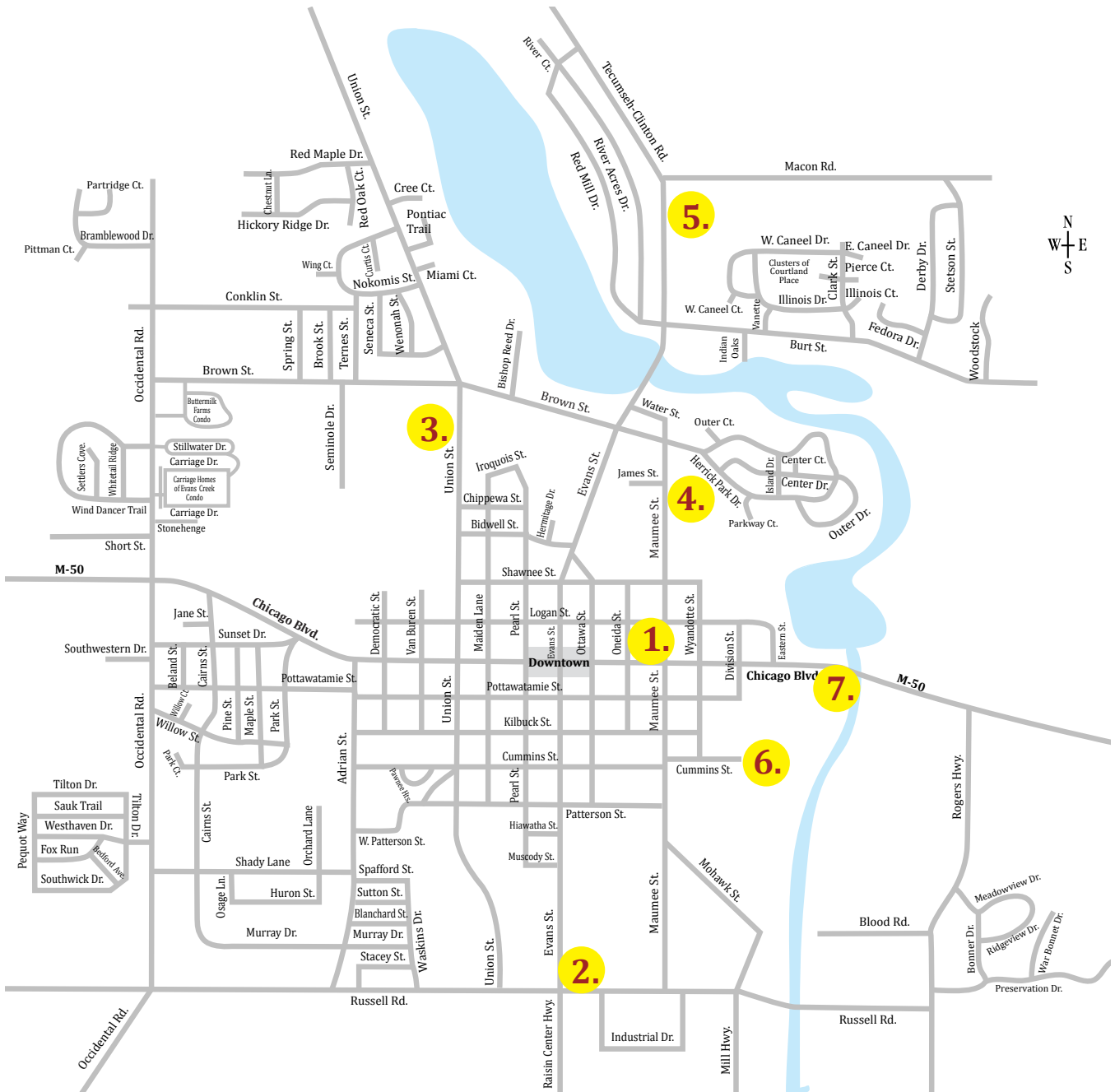
Welcome to Tecumseh

Tecumseh City Building Locations.....	4-5
City of Tecumseh Phone Directory	6
Helpful Phone Numbers & Contact Information.....	7-8
Did You Know?.....	9
City Manager	10
City Council.....	10
City Boards & Commissions.....	10
City Clerk.....	11
City Treasurer	11
City Assessor	11
Brookside Cemetery.....	11
Building Services Department.....	11
Tecumseh Center for the Arts	12
Economic Development Department	12
Fire Department	12
Parks & Recreation Department.....	13
Police Department.....	13
Department of Public Works.....	13
Utilities Department	13
Frequently Asked Questions.....	14-19



City of Tecumseh

Tecumseh City Buildings





**1. Tecumseh City Hall/ Building Dept.
Police Department**
P.O. Box 396 • 309 E. Chicago Blvd.



2. Fire Department
101 E. Russell Rd.



3. Brookside Cemetery
501 N. Union St.



4. Tecumseh Center for the Arts
400 N. Maumee St.



5. Parks & Recreation Department
AJ Smith Recreation Center
810 N. Evans St.



6. Department of Public Works
601 E. Cummins St.



7. Utilities Department
Business Office at City Hall
Location #1
309 E. Chicago Blvd.
Water Treatment Plant
Location #7
701 E. Chicago Blvd.



ALL POLICE AND FIRE EMERGENCIES – 911

City of Tecumseh Phone Directory

City Manager	Dan Swallow	424.6555	dswallow@tecumseh.mi.us
Administration	Shelby Simpson	424.6544	ssimpson@tecumseh.mi.us
Assessor/Assessments	Amanda Lacelle	424.6543	alacelle@tecumseh.mi.us
Cemetery	Dan Righter	423.3632	drighter@tecumseh.mi.us
City Clerk	Jessica Emrick	424.6541	jemrick@tecumseh.mi.us
(Voting/Ballots/Agenda/Meeting/Council Information)			
Center for the Arts	Shelley Lim	423.6617	slim@tecumseh.mi.us
	Kathy Field	423.6617	kfield@tecumseh.mi.us
Building Services	Brad Raymond	424.6548	braymond@tecumseh.mi.us
(Building Permits/Zoning)			
Department of Public Works	Tim Bock	423.1443	tbock@tecumseh.mi.us
(Streets & Roads)			
Economic Development	Paula Holtz	424.6003	pholtz@tecumseh.mi.us
Fire Chief	Joe Tuckey	423.4545	jtuckey@tecumseh.mi.us
Parks & Recreation	Shelley Lim	423.5602	slim@tecumseh.mi.us
Police Chief	Troy Stern	423.7494	sternt@tecumseh.mi.us
Waste Water Treatment Plant	Todd Amstutz	423.0402	tamstutz@tecumseh.mi.us
(Utilities Water/Sewer)			
Water/Utilities Billing	Angie Gwilt	424.6545	agwilt@tecumseh.mi.us
Trash Pickup	Republic Services	265.1335	
City Hall Liaison	Denine Wells	424.6540	dwells@tecumseh.mi.us
Treasurer/Taxes	Leisa Still	424.6549	lstill@tecumseh.mi.us
Acct. Payable/Receivable	Linda Pizana	424.6542	lpizana@tecumseh.mi.us

City Hall address & fax number

309 E. Chicago Blvd. Tecumseh, Michigan 49286

Phone: 517.423.2107 (See list above for direct lines) Fax: 517.423.3610

City Hall Business Hours

Business hours are:

Monday – Thursday 7:00 a.m. – 6:00 p.m. • Closed Friday

Helpful Phone Numbers & Contact Information

Utilities

Comcast (Cable)

800.266.2278
www.comcast.com

Consumers Energy

800.477.5050
www.consumersenergy.com

HughesNet (Satellite)

www.hughesnetinternet.net/local/Michigan

D & P Communications

734.279.1339
www.d-pcommunications.com

Frontier (Phone)

877.462.8188
www.frontier.com

Exede Satellite Internet

www.exede.com

Local Information

Police Department

Located in City Hall
309 E. Chicago Blvd.
Tecumseh, MI 49286
517.423.7494

Tecumseh Post Office

320 E. Chicago Blvd.
Tecumseh, MI 49286
517.423.1197

Allied/Republic Waste Services

1983 Ogden Hwy.
Adrian, MI 49221
517.264.5760

Tecumseh District Library

215 N. Ottawa St.
Tecumseh, MI 49286
517.423.2238

Secretary of State Office

1114 S. Winter St.
Adrian, MI 49221
517.265.8981

Fire Department

101 E. Russell Rd.
Tecumseh, MI 49286
517.423.4545
517.423.2495

Tecumseh Public Schools

212 N. Ottawa St.
Tecumseh, MI 49286
517.423.2167
517.423.3847 (fax)

Chamber of Commerce

132 W. Chicago Blvd.
Tecumseh, MI 49286
517.423.3740

**Lenawee Economic
Development Corporation**

5285 W. US Hwy. 223, Ste. A
Adrian, MI 49221
517.265.5141

Lenawee County Health Dept.

1040 S. Winter St.
Adrian, MI 49221
517.264.5202

State Government

Governor Rick Snyder

P.O. Box 30013
Lansing, MI 48909
517.373.3400 • 517.335.6867 (fax)
www.michigan.gov/

Federal Government

Congressman Tim Walberg

U. S. Representative Congressional District 7

Washington, DC Office

2436 Rayburn HOB
Washington, D.C. 20515
202.225.6276 • 202.225.6281 (fax)

District Office

110 1st St., Suite 2
Jackson, MI 49202
517.780.9075 • 517.780.9081 (fax)

<http://walberg.house.gov>

Senator Dale Zorn

710 Farnum Building
P.O. Box 30036
Lansing, MI 48909
517.373.3543
www.senate.mi.gov/zorn

Senator Gary Peters

Washington, DC Office

Hart Senate Office Building • Suite 724
U.S. Senate
Washington, DC 20510
202.224.6221 • 202.224.1388 (fax)

Southeast Michigan Office

Patrick V. McNamara Federal Bldg.
477 Michigan Ave. • Suite 1860
Detroit, MI 48226
313.226.6020 • 313.226.6948 (fax)

<http://peters.senate.gov/>

Senator Debbie Stabenow

Washington, DC Office

731 Hart Senate Office Building
Washington, DC 20510
202.224.4822

Southeast Michigan Office

719 Griswold St., Suite 700
Detroit, MI 48226
313.961.4330

<http://stabenow.senate.gov/>

County Government

David Stimpson

County Commissioner District 1

108 W. Chicago Blvd.
Tecumseh, MI 49286
517.423.0999

http://www.lenawee.mi.us/david_stimpson.html

Did You Know?

- The population of Tecumseh is 8,521 residents according to the 2010 census data.
- Tecumseh was named for the Shawnee Indian leader who had died only a dozen years before in the War of 1812.
- Tecumseh was one of the first three settlements in the Michigan Territory.
- Tecumseh was the first settlement in Lenawee County, made on May 21, 1824.
- Tecumseh has park and open space totaling 365 + acres.
- Tecumseh has an extensive network of pedestrian pathways and hiking/biking trails that provide residents and visitors ample access to 13 parks that virtually surround the city.
- Tecumseh is home to the Tecumseh Center for the Arts (TCA), a 572 seat performing arts venue that hosts national touring acts as well as a “homegrown talent” series. The TCA celebrated its 30th year in 2011.
- Downtown Tecumseh has much to offer its guests! Nestled inside historic buildings you will find an interesting mix of specialty shops, boutiques and dining options. Whether you are looking for opals imported from Australia, yarn spun in Italy or the best cinnamon rolls in the area, you’ll find it in downtown Tecumseh!
- City of Tecumseh’s tagline is...“Innovative, Timeless, Inviting”
- Tecumseh is the burial site of General Custer’s horse, Don Juan. In his will, the General bequeathed his horse to a friend that resided in Tecumseh.



City Manager

The City Manager reports to the City Council and is responsible for the day-to-day operations of the City, including the various departments (Police, Fire, DPW, Utility, Parks and Recreation, Tecumseh Center for the Arts and the various administrative departments). The City Manager is also responsible for preparing and administering the various city budgets. The City Manager is also responsible to ensure that the various goals of the City are met. These goals are set every year with department heads and most recently, at a strategic planning session. The basic goals include maintaining our small town values, managing our growth, financial strength and superior services. Residents, business owners and visitors are welcome and encouraged to call, email or write the City Manager with concerns, questions, comments and ideas, or just to talk. He can be reached by calling 517.424.6555/517.662.0012 or via email at dswallow@tecumseh.mi.us. Business hours are 8:00am-5:00pm Monday-Friday.

City Council

Meets on the 1st and 3rd Monday of each month at 7:30 p.m. Study sessions are held, if needed, prior to regular meeting.

City Boards & Commissions

The City requires a one-year residency and to be a registered voter for citizens interested in serving on any of the City of Tecumseh’s Boards and Commissions. Appointments are made by City Council after reviewing written letters of interest from residents qualified to fill vacancies for full and partial terms.

Unless otherwise noted, all meetings are held at:
Tecumseh City Hall
309 East Chicago Boulevard
Tecumseh, Michigan

Should a meeting date fall on a Sunday or legal holiday, the meeting will be held on the next succeeding day at the same time and place.

- | | |
|------------------------------------|--|
| City Council | Hospital Finance Authority Board |
| Ambulance Advisory Board | Housing Commission - Inactive |
| Board of Review | Lenawee Solid Waste Committee |
| Brownfield Redevelopment Authority | Local Development Finance Authority |
| Building Authority | Parks and Recreation Advisory Board |
| Compensation Commission | Planning Commission |
| Construction Board of Appeals | Property Maintenance Code Board of Appeals |
| Economic Development Corporation | Retirement Board |
| Downtown Development Authority | River Raisin Watershed Board |
| Election Commission | Zoning Board of Appeals |
| Electrical Board of Appeals | |
| Historic Preservation Commission | |

City Clerk

The City Clerk's office is responsible for maintenance of City records, which includes all recorded actions of the City Council as well as deeds, easements, contracts and other general records, including Brookside Cemetery, which is owned and managed by the City. For information, including Freedom of Information Requests (FOIA), contact the City Clerk by calling 517.424.6541.

The City Clerk's office conducts all city, state and federal elections. Voter registration records are maintained by the Clerk's office using the statewide Qualified Voter File. For voter registration and absentee ballots, contact the City Clerk by calling 517.424.6541.

Garage Sale Permits, Temporary and Permanent Business Licenses, Solicitor's Licenses (for door to door sales), Nonprofit Soliciting Licenses, Going out of Business Licenses, Street Opening Permits and Water and Sewer Tap Permits can be obtained through the City Clerk's office. Stop in the Clerk's office or you may call 517.424.6541 or 517.424.6545 for requirements and costs.

The City Clerk may also be reached via email at jemrick@tecumseh.mi.us. Business hours are 7:00am-6:00pm Monday-Thursday, closed Friday.

City Treasurer

The Treasurer's office is responsible for all financial transactions of City Hall, including the preparation, mailing, and collection of property taxes, summer deferments, investment of City funds, payroll, retirement, accounts payable, accounts receivable, daily accounting, financial reporting, capital assets, billing of invoices and special assessments and dog licenses during the months of December through February. The Treasurer's office also provides tax information to citizens, banks, realtors, tax services, and mortgage and title companies. For more information regarding the Treasurer's office you may call 517.424.6549 or via email at lstill@tecumseh.mi.us. Business hours are 7:00am-6:00pm Monday-Thursday, closed Friday.

City Assessor

The City Assessor should be contacted with questions and problems concerning the assessment of real and personal property. Ownership Information, Property Data (i.e., square footage, lot size, etc.), Sales Data, Assessed and Taxable Values, P.R.E. Filing and Board of Review for Assessment Appeals are information that is available through the Assessor's office by calling 517.424.6543 or via email at alacelle@tecumseh.mi.us. Business hours are 7:00am-6:00pm Monday-Thursday, closed Friday.

Brookside Cemetery

Brookside Cemetery has a serene park like setting, filled with historic monuments and tombstones, dating back to the early 1800's. For information you may contact the cemetery

Director by calling 517.423.3632 or via email at drichter@tecumseh.mi.us. Business hours are 8:00am-5:00pm Monday-Friday.

Building Services Department

The Building Services Department is responsible for the following services: issuing building, electrical, plumbing and mechanical permits, site plan review, zoning compliance, property maintenance complaints, noxious weed complaints, setting Zoning Board of Appeals dates, Planning Commission meetings, Historic Preservation Commission meetings, Construction Board of Appeals, Property Maintenance Board of Appeals and similar matters. This department oversees all new construction and additions to existing buildings in the city, including industrial, commercial and residential properties. The department also ensures that all construction meets State of Michigan Codes. Building Department inspectors review construction at certain

stages and at the conclusion of all projects to ensure compliance with all the City's Building Codes and Construction Standards. You may visit the City's website at mytecumseh.org to download permit application forms and informational handouts. Click on the "Government" drop down menu and click "Building Services". For more information you may call 517.424.6547 or via email at braymond@tecumseh.mi.us. Business hours are 7:00am-6:00pm Monday-Thursday, closed Friday. The Building Department is located at City Hall.

Tecumseh Center for the Arts (TCA)

The TCA offers a bit of everything, from Broadway stars and world class national touring artists to local companies and youth events. The variety and caliber of performances that light up the TCA stage is uncommon and especially remarkable in a community of our size. For more information you may call 517.423.6617, via email at slim@tecumseh.mi.us or visit our website at www.thetca.org.

Economic Development Department

The Economic Development Department is the resource center and liaison for commercial and industrial businesses. The Economic Development Department has a complete listing of commercial and industrial businesses in the city, up-to-date demographic information, available properties listings, marketing and other information to assist entrepreneurs and businesses. Please contact the Economic Development office for additional information on starting a business by calling 517.424.6003 or via email at pholtz@tecumseh.mi.us. Business hours are 7:00am-6:00pm Monday-Thursday, closed Friday.

The Economic Development Department also serves as the City's liaison to the Tecumseh Downtown Development Authority. Additional information can be found at www.downtowntecumseh.com.

Fire Department

The Fire Department provides fire, rescue and EMS response to the community. The department is staffed 24 hours a day, seven days a week. In case of an emergency, please call 911. For a nonemergency you may call 517.423.4545 or via email at jtuckey@tecumseh.mi.us.

The Tecumseh City Charter delegates responsibility to the Fire Department for the prevention and suppression of fires, calling for a Fire Chief to be appointed by the City Manager with City Council approval to administer the operations of the department. The Fire Department is a combination department, employing a mixture of career and volunteer, or part-time paid firefighters. Full-time positions include the Chief and two firefighters with medical licenses at or above the EMT Specialist level. The Chief and two firefighters work a 24-hour rotation, which ensures the department is staffed 24 hours a day, 7 days a week, 365 days a year. Part-time paid members of the staff carry pagers and are on call around the clock to respond to all calls. Additional information can be found at www.tecumsehfire86.com.

The department provides fire protection to the City of Tecumseh and by contract to Tecumseh Township from one station, located at the intersection of South Evans Street and Russell Road.

Parks & Recreation Department

Tecumseh's Parks and Recreation Department is "Your in to the outdoors!" The City boasts over 365 acres of parkland, brimming with green space, wildlife, waterways and hiking/biking trails. In addition to proudly overseeing the city's network of parks, the Parks & Recreation Department also offers a full slate of programs, geared toward providing residents in Tecumseh and the surrounding area plenty of recreational opportunities. If you would like additional information regarding our parks or programs, please contact the Parks and Recreation Department by calling 517.423.5602 or via email at slim@tecumseh.mi.us. Business hours are 8:00am-5:00pm Monday-Friday.

Police Department

The Police Department provides public safety services for the community. Business hours are from 8:00 a.m. until midnight. During these hours, you can contact the Police Department directly by calling 517. 423.7494, via email at sternt@tecumseh.mi.us or by stopping into the station. From midnight until 8:00 a.m. there are officers on patrol; however, the station is not manned. During this time, your call will automatically be diverted to the county dispatch center in Adrian. Any emergency reported using 911 will go directly to the Lenawee County Sheriff's Department.

The Tecumseh Police Department is comprised of 12 sworn officers, one animal control/ ordinance enforcement officer, two full-time dispatchers, and several part-time dispatchers. We are a full service Police Department, providing police service 24 hours a day, seven days a week.

All officers are considered road patrol officers. Officers with specialized training perform those tasks in addition to their regular duties. Our officers handle a wide variety of complaints from theft to criminal sexual conduct to assaults to drunk drivers.

In addition to taking formal complaints, officers handle a multitude of citizen contacts. These can range from informal complaints to a simple "friendly greeting" on the street.

Department of Public Works

The Department of Public Works (DPW) is responsible for a broad array of services within the city. Serving as much more than just the "street department", the DPW is responsible for construction and maintenance of streets and storm sewers, as well as snow removal on streets and city-owned parking lots. Working in conjunction with the Michigan Department of Transportation (MDOT), the City maintains a portion of M-50 (Chicago Boulevard) running through the center of town. The DPW also maintains off-system traffic signals, and are responsible for over 1200 roadside regulatory, warning and street name signs throughout the city.

In the event of severe weather, the DPW also provides storm damage pickup for downed limbs and trees. The City has over 140 vehicles and pieces of equipment in its fleet, the majority of which are all serviced at the DPW facility. DPW crews maintain all City-owned buildings as well. For questions or concerns you may contact the DPW by calling 517.423.1443 or via email at tbock@tecumseh.mi.us. Business hours are 7:00am-3:30pm Monday-Friday.

Utilities Department

The Utilities Department takes care of public water as well as waste water treatment. Water and sewer billing is managed by the City's Account/Utility Clerk. For information concerning water and sewer rates, how to obtain a separate water meter for a lawn sprinkler or to obtain general information concerning water and sewer bills, please call 517.424.6545 or email agwilt@tecumseh.mi.us. Business hours are 7:00am-6:00pm Monday-Thursday, closed Friday. For questions or concerns you may contact the Utilities Department by calling 517.423.0402 or via email at tamstutz@tecumseh.mi.us. Business hours for the Waste Water Treatment Plant are 7:00am-3:30pm Monday-Friday.

Frequently Asked Questions

Does the City have a website?

Department employee phone numbers, ordinances, City Council agendas, upcoming events and other helpful information is available on the City of Tecumseh website: www.mytecumseh.org or www.downtowntecumseh.com.

Where do I go to find job openings?

The City advertises job openings in The Daily Telegram & Tecumseh Herald. Also visit our website at www.mytecumseh.org.

Where and when is the next City Council meeting?

City Council meetings are held in the Council Chambers in City Hall. The meetings are held at 7:30 p.m. on the first and third Monday of each month; unless it falls on a holiday then the meeting will be rescheduled.

Will I have a chance to speak at the City Council meeting?

There are two opportunities to speak during a City Council meeting. One opportunity for public comment takes place at the beginning of the meeting in regard to items on the City Council's agenda for that evening. The second opportunity comes at the end of the meeting where the public is afforded the opportunity to speak regarding items that are not on that evening's City Council agenda.

What is the City of Tecumseh's millage rate?

The current 2015 millage rate for Homestead Property is 44.3576. Non-Homestead Property is 62.3576. The total Industrial Personal Millage Rate is 38.3576 and the total Commercial Personal Millage Rate is 50.3576.

When does the City collect property taxes?

There are two tax bills during the year, summer and winter. The summer bill is issued July 1st and due August 31st to avoid penalty and interest charges. The winter bill is issued December 1st and due February 14th to avoid a 3% penalty. Eligible seniors can defer their summer tax bill.

Will I receive my property tax bill?

Not necessarily. If your bank or mortgage company collects your taxes, your tax bill will go directly to the bank or mortgage company. The City Treasurer send copies of the tax bills to each city resident for their records.

When is tax day?

December 31st for a detailed description please contact the City Assessor at 517.424.6543

For each of the taxing authorities, what are my tax dollars used for?

City Operating

Fire service, police service, garbage pickup, street cleaning, street maintenance; snow plowing, parks and recreation, and cemetery.

LISD (Lenawee Intermediate School District)

Amount paid to the Lenawee Intermediate School District. For questions on what it is used for, contact the school by calling 517.265.2119.

State Education Tax (SET)

Amount that is paid to the State of Michigan for the schools.

School Operating

Amount that is paid to the Tecumseh Public Schools. For questions on what it is used for contact the Superintendent at the Tecumseh School Board Office by calling 517.423.2167.

Tecumseh District Library

Voter approved millage for operation of the Tecumseh School District Library located in the City of

Tecumseh. Questions on the library's millage should be directed to the Library Director by calling 517.423.2238.

County

Amount paid to Lenawee County for services performed by the county, such as police, snow plowing, and street maintenance. Questions on the county's millage should be directed to the County Administrator by calling 517.264.4508.

Department on Aging

Voter approved tax that is paid to Lenawee County for senior citizen programs, including Meals on Wheels, foster grandparent program, senior centers, and assistance for seniors to help keep them at home. Please direct questions to the Department on Aging Director by calling 517.264.5285.

Medical Care

Voter approved tax that is paid to Lenawee County for the Adrian Health Care Center; the county owned nursing home for seniors on Sand Creek Highway in Adrian. This tax goes to what is known as "maintenance of effort". The State of Michigan pays for this through grants, but in order to receive the money the local unit (county) must pay a small portion. Any questions, please direct to the Administrator by calling 517.263.6794.

Veteran's Relief

State statute millage levied by Lenawee County to provide funding for veterans who meet a certain criteria. Please direct questions to the Veteran's Office by calling 517.264.5337. If you have a question regarding the actual millage please contact Lenawee County Equalization Department by calling 517.264.4522.

Who pays property taxes and how are they calculated?

All owners of real and personal property in the city pay City property taxes. Real property represents land and buildings. Personal property represents furniture, fixtures, machinery and equipment used in the operation of a business in the city. Property taxes are calculated by multiplying the taxable value of the property by the millage rate and dividing by 1,000. This is because a mill equals \$1 per \$1,000 of taxable value. The taxable value is determined each year by the City Assessor. After the first year, the taxable value can only increase the rate of inflation or 5%, whichever is less. The Assessed Value, which represents 50% of the true market value of the property, is not capped and is based on a sales study. Each taxing authority sets its own millage rate each year. When buying property, due to the declining economy use the current taxes as an estimate of what your taxes will be on the property. Do not assume that the value of the property will be adjusted to what you paid for it.

What is the City's fiscal year?

July 1st - June 30th.

What time period do my taxes cover? Are they paid in advance or arrears?

According to the Attorney General's opinion of the State of Michigan, taxes are levied for a calendar year and are collected for the calendar year in which the levy is made, therefore making them paid in arrears. For instance, the taxes that are assessed and levied in 2015 are for the year 2016. The taxing authority may spend the taxes in 2015, but that does not change the fact that they are 2016 taxes. However, the above does not mean that buyers and sellers cannot agree to prorate the taxes on a property transaction in a different manner. MCL 211.2 of the General Property Tax Act provides that buyers and sellers may agree to prorate taxes in any manner in which they see fit. If a buyer and seller, between themselves, agree to treat taxes as though paid in advance, then that is how the taxes are to be prorated. If this method were used, then the buyer would be totally liable for a tax bill issued later in the calendar year in which the property was purchased. If they agree to treat the taxes as paid in arrears, that tax bill along with any earlier tax bill issued for that year is combined and prorated according to how long each party owned the property that year.

How can I pay my property taxes?

Tax payments may be paid by cash, check or money order at Tecumseh City Hall between the hours of 7:00 a.m.

and 6:00 p.m. Monday through Thursday. For your convenience, a night deposit box is located to the left of the rear entrance to City Hall. Taxes can also be paid at any branch office of Old National Bank and First Federal Bank by: Bringing the original tax bill. Paying on or before the due date. Paying the total amount due.

Taxes can be paid by MC, VISA, Discover, or American Express by visiting the City's website at www.mytecumseh.org and clicking on "pay taxes now" button, visiting www.Officialpayments.com or calling 1.800.272.9829 and using jurisdiction code 7021. A 3% convenience fee will be charged for this service and \$3.00 will be charged for an e-check.

Taxes can also be paid by completing an ACH form online under forms and reports or completing an ACH form at City Hall and choosing one of the three (3) dates available for payment for each tax bill.

When are taxes due?

Summer (City) taxes are due August 31st and payable between July 1st and August 31st. Winter (County) taxes are due February and payable between December 1st and February 14th.

What are the requirements to defer my summer taxes?

To qualify for a deferment of summer taxes, you must not have a household income of more than \$40,000 for the previous calendar year and you must meet one of the following qualifications:

- Be 62 years of age or older, including the unmarried surviving spouse of a person who was 62 years of age or older at the time of death.
- Be a paraplegic, hemiplegic, or quadriplegic.
- Be an eligible serviceperson, eligible veteran, eligible widow or widower.
- Be a blind person.
- Be totally and permanently disabled.

You can also have property that is classified or used as agricultural real property with the gross receipts of agricultural or horticultural operations in the previous year being not less than your total household income for the previous calendar year or the combined incomes in the previous year of the individual members of a limited liability company that owns the agricultural property.

May I also defer my winter taxes?

No. However, if you meet the requirements for deferring your summer taxes and can show a copy of your Homestead Property Tax Credit form to the Treasurer's office, which was filed before February 15th, and you have not received a check yet, but the check is received during the remaining two weeks in February, any penalty that would be due will be waived.

How do I register to vote?

To register to vote you must be a U.S. citizen, at least 18 years of age by Election Day and a resident of Michigan and the city or township where you are applying to register. You can register at your local Secretary of State branch office, or offices of several state agencies, such as the Department of Human Services. You can register at City Hall, 309 E. Chicago Blvd. or you can register by mail using the form found at www.Michigan.gov/sos. If you have never voted in Michigan and register by mail, you must appear in person to vote in the first election in which you wish to participate. You must be registered to vote at least 30 days before the election, so keep that in mind if you are registering with the intention of voting in an upcoming election. Michigan law states that the same address must be used for voter registration and license purposes.

How do I get a dog license?

Dog licenses are available at City Hall from December 1st through February 28th or 29th (if leap year). The cost is currently \$10.00 and a current valid rabies certificate must be presented to purchase a license. State law requires all dogs four months and older to have a license. From March through November, dog licenses may be purchased at the County Treasurer's office in the Old Courthouse in Adrian and from March through October, licenses may be purchased at the Raisin Township office at a cost of currently \$20.00. Licenses expire December 31st of each year and need to be renewed every year.

Where do I pay my water bill?

Water bills may be paid at City Hall. You may also pay your bills through auto pay. Forms are available at City Hall to set this up. Payment may also be made online through our website www.mytecumseh.org and clicking on the link to "Access Property & Tax Information and Make Online Payments". Click on "Utility Billing Payment" and search by name, location ID or address.

What are the water rates for the City of Tecumseh?

Water is billed by gallons and the price is \$6.19 (\$1.79 for water and \$4.40 for sewer) per 1,000 gallons. These rates were established in July 1, 2015 and are subject to change. Please call 517.424.6545 for more information.

How do I get rid of limbs, brush and leaves?

Yard waste pickup is provided by Republic Waste Services, from March through the second week of December. Limbs and brush may be bundled for pickup on your regular garbage day. Please see the Garbage Collection page at www.mytecumseh.org for specific details on bundling. Leaves must be in brown Kraft bags or plastic containers clearly labeled "Yard Waste" for Republic pickup. Leaves may not be raked into the curb and burning the leaves is not allowed. Grass clippings may not be blown into the street. The DPW does not accept yard waste of any kind.

What does it mean when a snow emergency is declared?

During a snow emergency, parking is prohibited on all public streets. This allows road crews to safely and effectively plow and salt. You may call Tecumseh's Snow Emergency Hotline at 517.424.6559, or tune into a local radio station such as WLEN 103.9, or check your email for an enewsletter bulletin from the City of Tecumseh. If you would like to sign up for the email bulletin please go to mytecumseh.org and sign up for the newsletter on the front page. The Police Department will ticket vehicles that remain parked on the street during a declared snow emergency.

When will you plow my street?

Major streets (i.e. Chicago Boulevard, Evans Street etc.) are plowed first, and then we start on local streets (i.e. residential streets). Every street will be plowed, but the priority is to keep the major streets open at all times. Please help us do our job by not shoveling or snow blowing snow back into the street. Not only is it dangerous, but also it is illegal and can result in a fine.

My driveway was just plowed shut!

Snowplows deposit snow only one way – off the roadway, and into the right-of-way and driveways located in the right-of-way. Our job is to keep the roadway cleared to allow safe passage of vehicles and emergency equipment, and unfortunately that means snow will end up in driveways, in many cases just after you're done shoveling!

How do I report a faded or damaged sign or a pothole?

Please contact the Department of Public Works (DPW) by calling 517.423.1443 to report any sign or roadway problem.

Who do I talk with about a concern?

Concerns may be directed to the department handling that particular issue. Residents may also contact the City Manager's office by calling 517.424.6555 or via email at dswallow@tecumseh.mi.us. to address concerns, or visit our website at www.mytecumseh.org and submit a request.

Does the Mayor perform weddings?

Yes, the Mayor performs weddings. The date is subject to his schedule and appointments are required. You may call 517.424.6555 for more information. There is a City fee and a donation which the Mayor contributes to city recognized charitable activities. (These amounts are subject to change, please call for details.) The couple must also have a valid marriage license and two witnesses who are 18 years or older.

Can I find documents, forms and brochures on the City's website?

Yes you can! Just go to the City's website at www.mytecumseh.org and go to the Government drop down box and click on Forms, Docs, Etc.

How do I check on the zoning of property?

Zoning information for a property located in the City of Tecumseh can be accessed online at www.mytecumseh.org. Go to the Building Services page and click on “Download Building Services Documents” and locate “Zoning Map” to download a PDF of current zoning.

Can I run a business from my home?

The City’s Zoning Ordinance allows some “home occupations” to be conducted from a residence. The Building Services Department has information describing allowable home occupations and the rules regarding the operation of the occupations.

Where can I get a City Map or a Zoning Districts Map?

The City Calendar contains a street indexed map of the city. The city zoning map can be viewed via a link at the Building Services webpage on the City’s website at www.mytecumseh.org.

What kind of permits or licenses does the City issue, and when do residents need them?

Permits are needed for building, electrical, mechanical and plumbing for work at residential, commercial, and industrial properties. Additions or alterations to existing buildings or new under construction also require a permit. Please contact the Building Services Department by calling 517.424.6547 for details regarding necessary permits. A right-of-way permit is needed when work will take place in the public right-of-way.

I own recreational vehicles and/or equipment; may I store these items in my driveway?

Recreational vehicles and equipment may not be stored in your driveway, but temporary permission is granted for loading and unloading purposes. Forty-eight hour permits are issued to park your RV, motor home, trailer, camper, or boat in your driveway. Permits are also issued for nonresident guests to temporarily occupy an RV with certain stipulations. Please contact the Building Services Department by calling 517.424.6547 for further information and to obtain a permit application.

I would like to install a pool. What permits do I need to obtain?

Pool permits are required for any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground, above-ground, and on-ground swimming pools, hot tubs, and spas. Please visit the City’s website and go to the Building Services page. Click on “Download Building Services Documents” and locate “Swimming Pool Requirements” to download a pool permit application and specifications. Please note that some pool installations require an electrical permit as well.

I would like to build a new fence or alter an existing one, what do I need to do?

A Zoning Compliance Permit is required to build a new fence or alter or move an existing fence. There are specifications for building privacy, chain-link, and ornamental fences that can be found on the City website or by contacting the Building Service Department by calling 517.424.6547.

I would like to build a deck or porch. Are building permits required?

Yes! Building permits are required for decks and porches.

My house or garage needs the shingles replaced. Do I need a permit?

Yes. Building permits are required for stripping and replacing shingles on your home or garage.

I would like to build a shed, garage, or detached accessory structure. Do I need a permit?

Yes. Permits are required for detached accessory structures, such as sheds, garages, and residential pole barns. Contact the Building Services Department for further information by calling 517.424.6547.

I am planning to fix up my house, is there financial assistance to do so?

Owners who rehabilitate their own homes should consider applying for property tax relief using the Mathieu-Gast Act, MCL 211.27(2) to ensure relief because of improvements made to their homes. Not included in the Act

are additions or new construction. This law is beneficial to all homestead properties. See the Building Services Department or City Assessor for an application.

How can I obtain a burn permit?

The City of Tecumseh does not allow any open burning of any materials including brush, leaves or trash. The City does allow small campfires no larger than three foot in diameter and no higher than three feet in height. All campfires must use seasoned fire wood only, must be attended at all times and extinguished prior to midnight on the same day. No permit is required for a campfire. You may call 517.423.4545 for additional information.

When do I put out my household trash?

Household trash is picked up on Wednesdays. Trash must be in sturdy plastic bags and placed at curbside before 7:00 a.m. Trash cannot be placed in cans. Do not place bag in the street. You can also find more information on the City's website at www.mytecumseh.org and in the City Calendar.

How do I dispose of unusual or oversize items like dryers, bed frames, TV sets, etc.?

Any item containing Freon must have Freon removed and the sticker attached, letting the driver know it is removed. Computers and computer equipment will no longer be picked up at curbside, but are accepted at Goodwill Industries. Any other large items, such as chairs, mattresses, box springs, dryers, washers, etc. may be placed at the curb on your regular trash pickup day for disposal and it is appreciated if you contact City Hall so that we can advise the driver. Note: Remember no trash in garbage cans.

When is yard waste (compost) pickup?

Yard waste is picked up at no charge on Wednesday, trash collection day, from March 1st until the 2nd week in December. Yard waste must be in a clearly marked container, 30 gallon size or less, or in a paper (such as Kraft) yard waste bag. Containers must weigh no more than 50 lbs.

Does Tecumseh have curbside recycling?

Yes! There is no charge for the curbside recycling program. A list of recyclable and nonrecyclable materials is available at City Hall. The City is divided into two sections, with Union Street dividing west and east sides. Westside pickup is the 1st and 3rd Wednesday of every month (which includes both sides of Union St., including Cree Court, Miami Court and Pontiac Trail) and eastside pickup is the 2nd and 4th Wednesday. New or additional recycling bins are available at City Hall.

Which holidays might delay trash/recycle/yard waste pickup for the City of Tecumseh?

New Year's Day, Memorial Day, Fourth of July, Labor Day and Christmas Day

What can I do to dispose of interior/exterior paint? What about oil-based paint?

Interior/exterior paints, also known as latex paints, must be completely dried and the individual can(s) may be put at curbside with lids removed on trash day. Do not put them in bags. Oil-based contain solvents that are flammable and evaporate quickly, creating fumes that can be very toxic and harmful. To dispose of latex paints and oil-based paints, please contact the Lenawee County Solid Waste Department by calling 517.264.4546 for household hazardous waste pickup sites and times.

RECYCLING ZONES

RECYCLING PICKUP
TWICE EACH MONTH ON THE SAME DAY
AS YOUR TRASH PICKUP.
Western Zone - First & Third Wednesday
Eastern Zone - Second & Fourth Wednesday



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www.mytecumseh.org

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1/1/2016